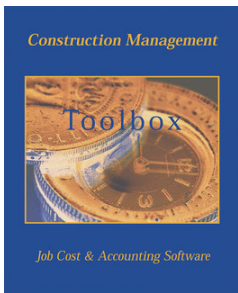




1745 Shea Center Drive, Suite 260
 Highlands Ranch, CO 80129
 Toll Free (888) 212-7990 • Fax (303) 706-1144

Toolbox Software Classes Registration Form

Select	Class Name	Description	Fee
<input type="checkbox"/>	Monthly Procedures Class I	Guidance in using Toolbox in your month end process. Includes concepts relating to accrued wages, over/under billings, summary of contracts, over/under allocation of indirect costs, tests of balances for your balance sheet, and job revenue and costs tie to your Income Statement.	\$300.00
<input type="checkbox"/>	Monthly Procedures Class II	Tie out your books in our Monthly Procedures Class II. In this class, we use your live data, select a cut-off period and tie out your Job Costs and Revenue as well as a full summary of contracts.	\$300.00
<input type="checkbox"/>	Toolbox Features Review Class	A review of processes, transactions and reports. Concepts that are applicable to your company.	\$300.00
<input type="checkbox"/>	Toolbox Estimating Class	Review Toolbox Estimating Features, and estimate one of your existing jobs.	\$300.00
<input type="checkbox"/>	Crystal Reports Class I	Set up a crystal report from scratch. This class introduces users to the basic concepts of Crystal Reports and how Crystal Reports interfaces with the Toolbox Database.	\$200.00
<input type="checkbox"/>	Crystal Reports Class II	Creating/customizing a form. This class provides users with useful processes necessary to add various items to transaction forms.	\$200.00
<input type="checkbox"/>	Crystal Reports Class III	Use libraries to simplify reports that require complex data gathering. This class walks you through how to use available libraries. Additional concepts covered include drill down reporting, on-demand sub-reporting and building dashboards.	\$300.00
<input type="checkbox"/>	Implementation Process Class	Includes seven sessions that range from 15 minutes to two hours. The class covers importing data, and implementing Toolbox from scratch. This class can be taken as part of the Toolbox implementation process.	\$1,000.00
<input type="checkbox"/>	Toolbox Certification Class	The Toolbox Certification process is for professionals interested in supporting Companies utilizing Toolbox.	\$1,000.00
<input type="checkbox"/>	Toolbox Year End Reconciliation Processes	Toolbox Software Year End Reconciliation Processes, Retained Earning Tie Out to Prior Year End Financial Statements, Aging to GL Reconciliation Report, Valid Entry Date Range Concepts, Automated Accrued Wages Process, Tie Out between the Summary of Contracts and the Income Statement, Verify the Trial Balance Balances, Applying Over/Under Allocated indirect Costs	\$300.00



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Toolbox Software Classes Registration Form

Signup Sheet (print and either mail with a check, or fax with credit card information) Please call to get a class date and time prior to faxing or mailing signup sheet.

Scheduled Class Date:	_____	Time:	_____
Company:	_____	Method of Payment:	<input type="checkbox"/> MasterCard <input type="checkbox"/> Am Express <input type="checkbox"/> Visa <input type="checkbox"/> Check Attached
Name:	_____	Card Number:	_____
Address:	_____	Code on back:	_____
	_____	Expiration Date:	_____
Phone:	_____	Name on Card:	_____
Signature:	_____	Billing Address:	_____
Date:	_____		_____

**Classes must be canceled 24 hours in advance to receive a refund.
The class includes a 2.5 hour one on one session with a Certified Toolbox Consultant.**